# benchmark
## Integrated Technology Services

ESTABLISHED IN 2003

**ADVANSYS**
ADULT EDUCATION MANAGEMENT SYSTEM

**About Me:**

# Kevin Strickland,

President and CEO of Benchmark ITS

History and Experience: Graduate of Mississippi State University with a BS in Secondary Education

Taught World and US History to Seventh and Eighth Graders. Coached Football, Girls Basketball and Softball

Director of Web Development for a national publishing company
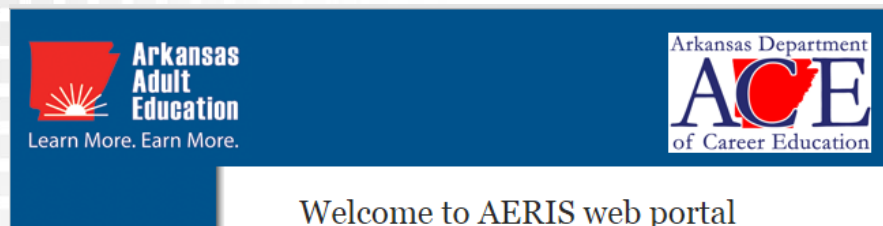
Founded Benchmark ITS in 2003
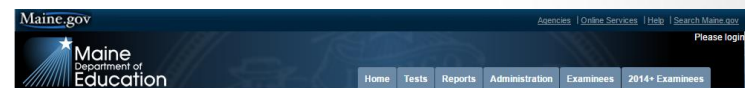
## Primary Contacts

- Jenny Faulk, COO, Business Manager
  Project Manager for AAEDMS Implementation

- Tim Turner, Director of Development

- Scott Travis, Development Lead

- Melissa Milam, ADVANSYS Training and Support

- Cari Posey, GED Fulfilment Services and Support

ADVANSYS

GED Advantage
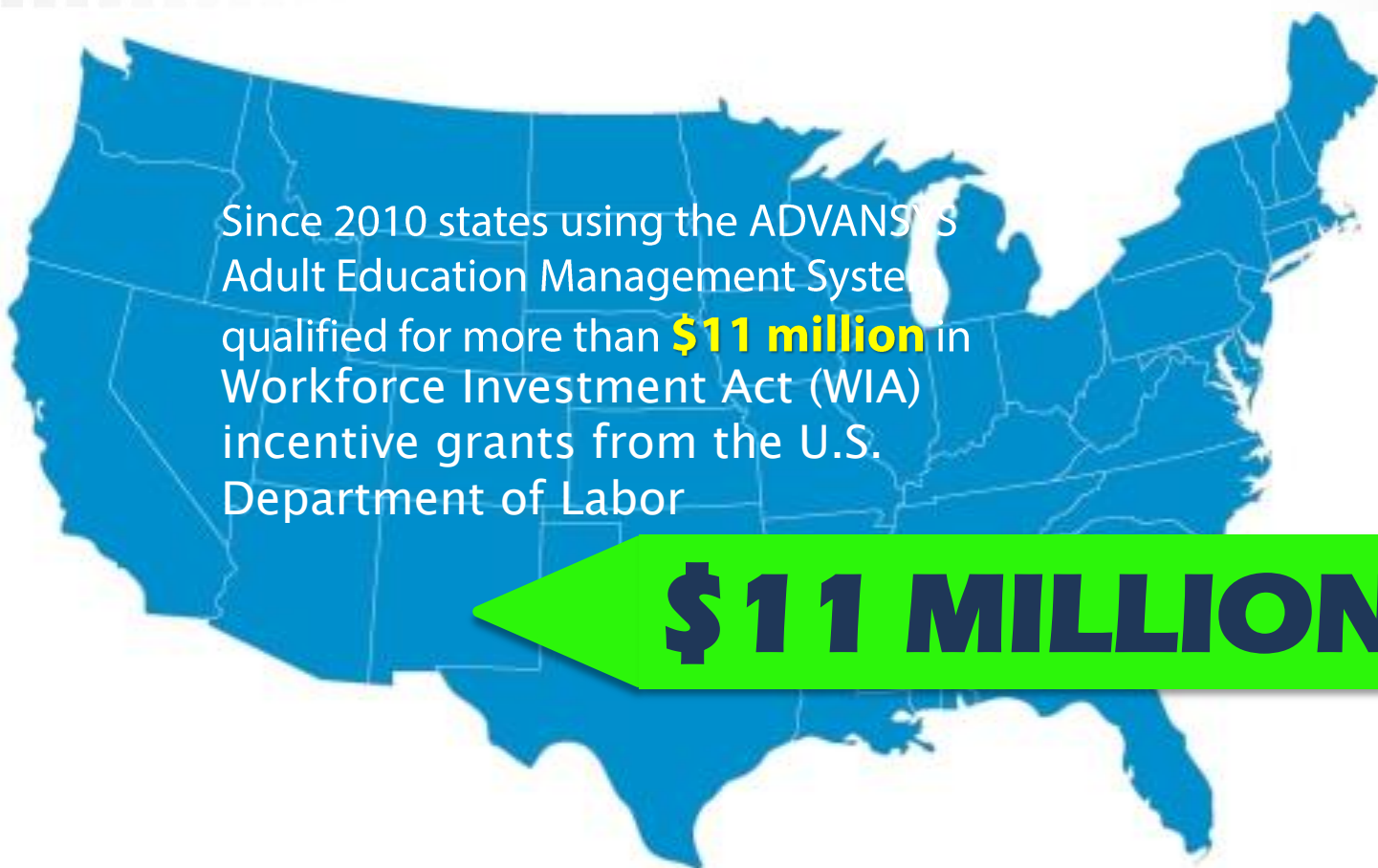
# System Benefits
# Why ADVANSYS?

# IMPROVED ACCOUNTABILITY AND EFFICIENCY LEADS TO SUCCESS

Since 2010 states using the ADVANSYS Adult Education Management System qualified for more than **$11 million** in Workforce Investment Act (WIA) incentive grants from the U.S. Department of Labor
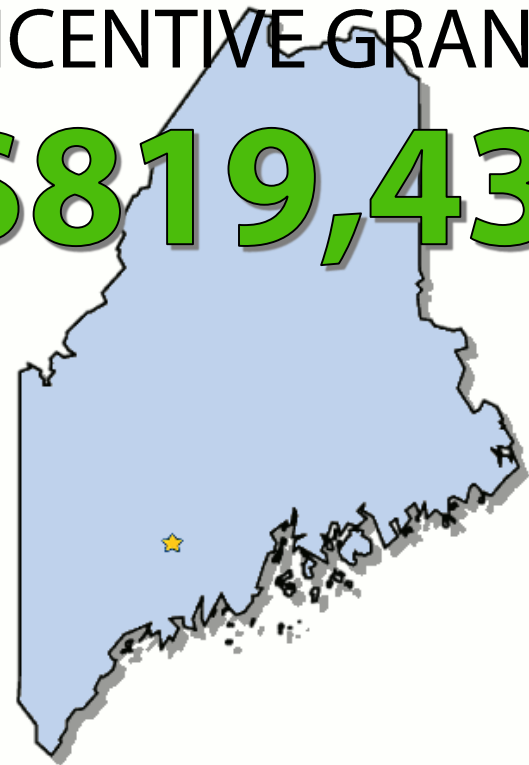
## $11 MILLION

# IMPROVED ACCOUNTABILITY AND EFFICIENCY LEADS TO SUCCESS

In the first year after installing the ADVANSYS Adult Education Management System, the State of Maine received an incentive grant of **$819,433** from the U.S. Department of Labor.

It was the first time in 12 years that Maine qualified for the WIA incentive.

*Two of the eight states to qualify for the incentive grant in 2014 were served by the ADVANSYS system.*

INCENTIVE GRANT OF
# $819,433

# IMPROVED ACCOUNTABILITY AND EFFICIENCY LEADS TO SUCCESS

In 2015, the state of Rhode Island was eligible to receive $3 million in WIA Section 503 Performance Incentive Grants

*https://www.federalregister.gov/articles/2015/05/01/2015-10223/workforce-investment-act-of-1998-wia-notice-of-incentive-funding-availability-based-on-program-year*

INCENTIVE GRANT OF
**$3 Million**

# NRS-COMPLIANT

*ADVANSYS was the first commercially available Adult Education Management System to offer full web capability and central data storage.*

- Instant access to data
- Real-time reporting
- Program improvement initiatives
- Validation routines ensure accuracy
- Ease of use improves efficiency

# NRS REQUIREMENTS

**DESIGNED TO MEET ALL REQUIREMENTS** *for the National Reporting System for Adult Education and P.L. 105-220, the Workforce Investment Act of 1998 and be consistent with the U.S. Department of Education and the U.S. Department of Labor.*

In addition to the NRS requirements, the system delivers information that allows state and local administrators to more effectively manage the day-to-day operations of their systems.

# FOUR CORE GOALS

✦ Collect data

✦ Report it accurately

✦ Deliver it in a timely manner

✦ Give every user of the system – from state administrators to local teachers - the ability to use that data to improve performance.

# EASY ACCESS- SAFE & SECURE

Securely access the system from any web enabled device anywhere with an internet connection.

Supports:

Windows    MAC OS X and iOS    ANDROID

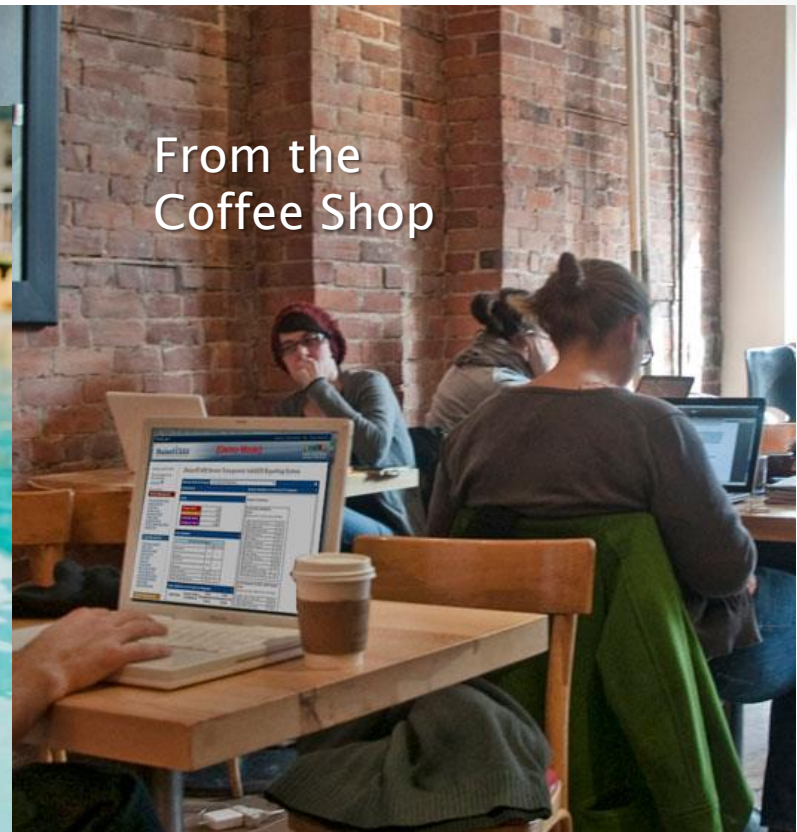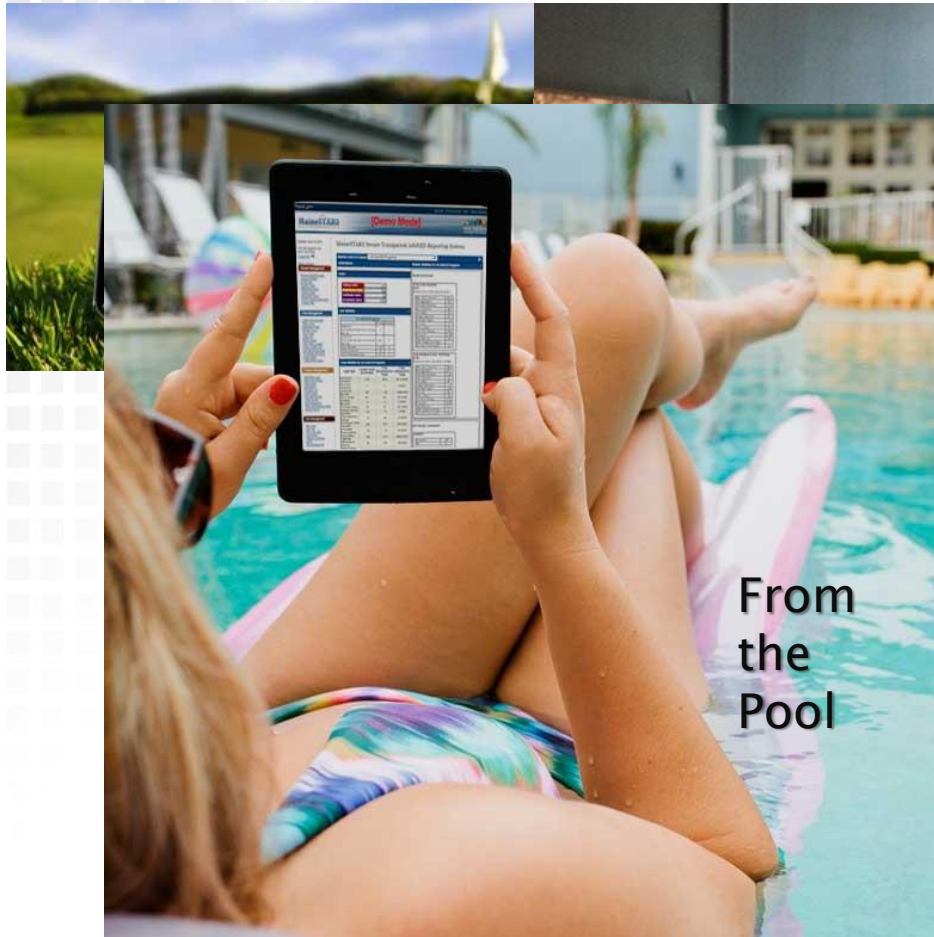# EASY ACCESS- DEVICES & BROWSERS

Access from your desktop or laptop computer

tablet

or smartphone devices

Explorer

Firefox

Safari

Chrome

# EASY ACCESS- ANY TIME, ANY PLACE

From Work

From Home

# EASY ACCESS- ANY TIME, ANY PLACE



From the Coffee Shop

From the Pool

# EASY ACCESS- ANY TIME, ANY PLACE



Access with virtually any web–enabled device anywhere you have service

# EASY ACCESS- ANY TIME, ANY PLACE



Even when you're sick
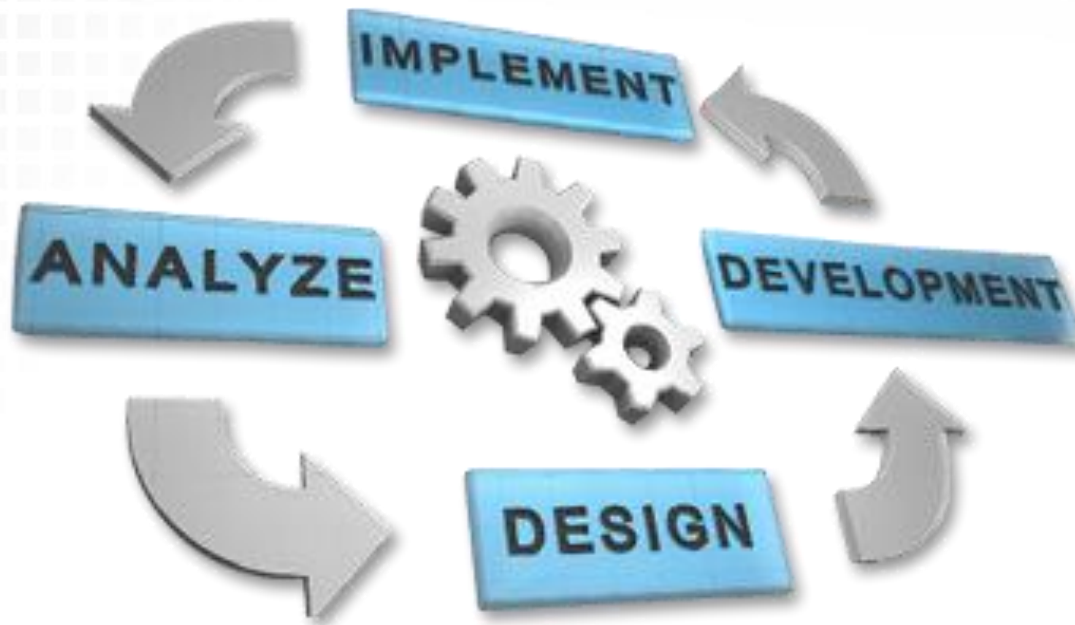
# System Design

# USERS FIRST

User Friendly and Intuitive

ADVANSYS was designed with the end user in mind.  Original design specifications relied on user feedback from data entry professionals, adult education teachers and program administrators.

# USERS FIRST

Design and development decisions are based on feedback from system users at every level.

- Administrative Meetings

- Enhancement Requests

- Hands-on Training

- Online Webinars

- Support Feedback

- User Groups

# PROTOCOLS AND BUSINESS RULES

ADVANSYS has protocols in place to enforce state and federal business rules and policies

• Choices are limited by dropdowns

• Protocols enforce required data entry

• EFL and Table 4 Qualifications are automatically generated

• Cohorts are automatically applied

# How does ADVANSYS work?

# HOW DOES THE SYSTEM WORK?

Data is stored at a central location and instantly available to all users with appropriate permissions.  Securely log in anytime and access your data.
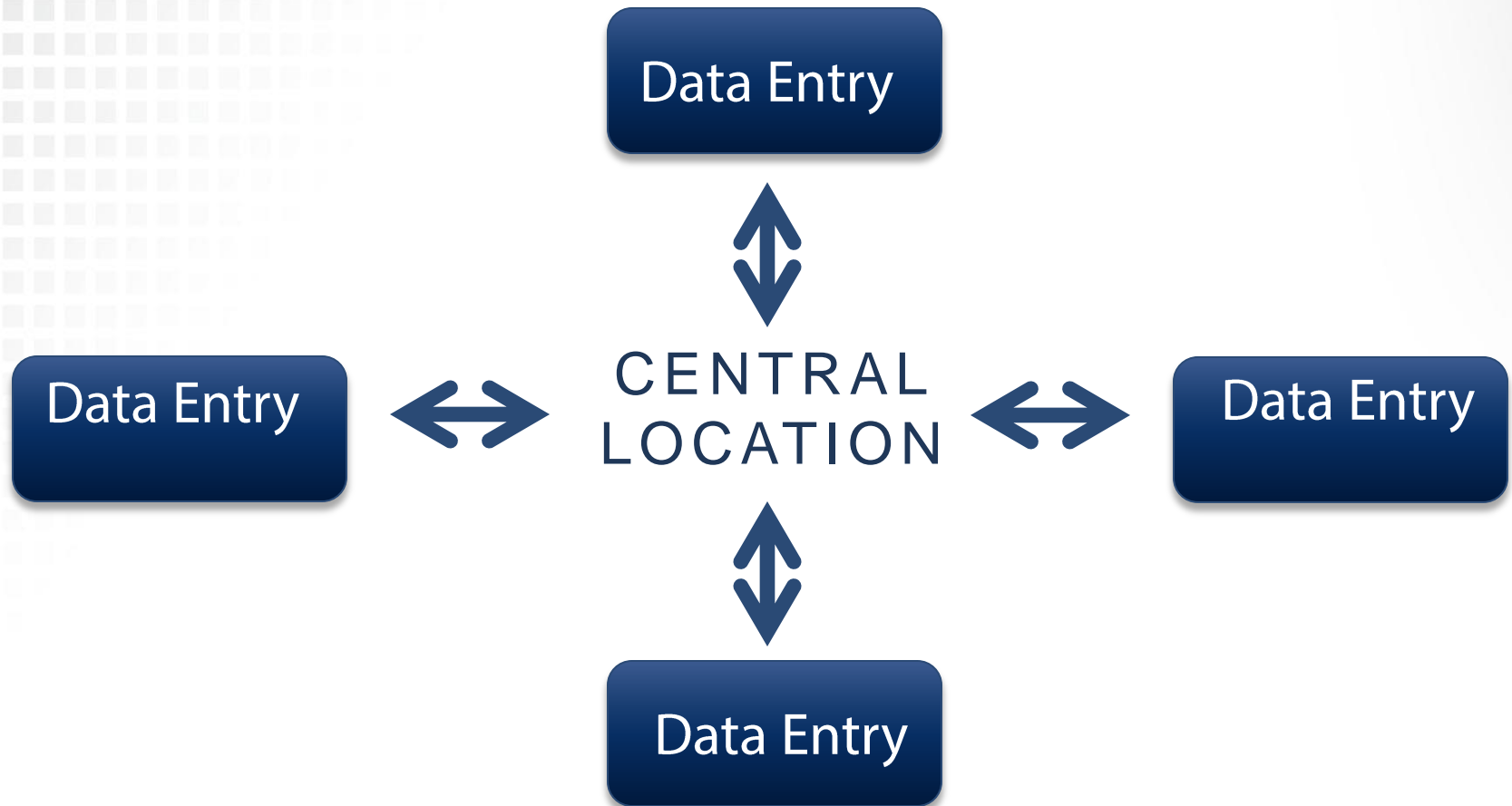
# HOW DOES THE SYSTEM WORK?

Even though the system is designed to store data from all programs in one central location, it adheres to the prime directive of one student, one record.

Student Record

Registration

Registration

Class Enrollment, Attendance, Assessments, Outcomes

Class Enrollment, Attendance, Assessments, Outcomes
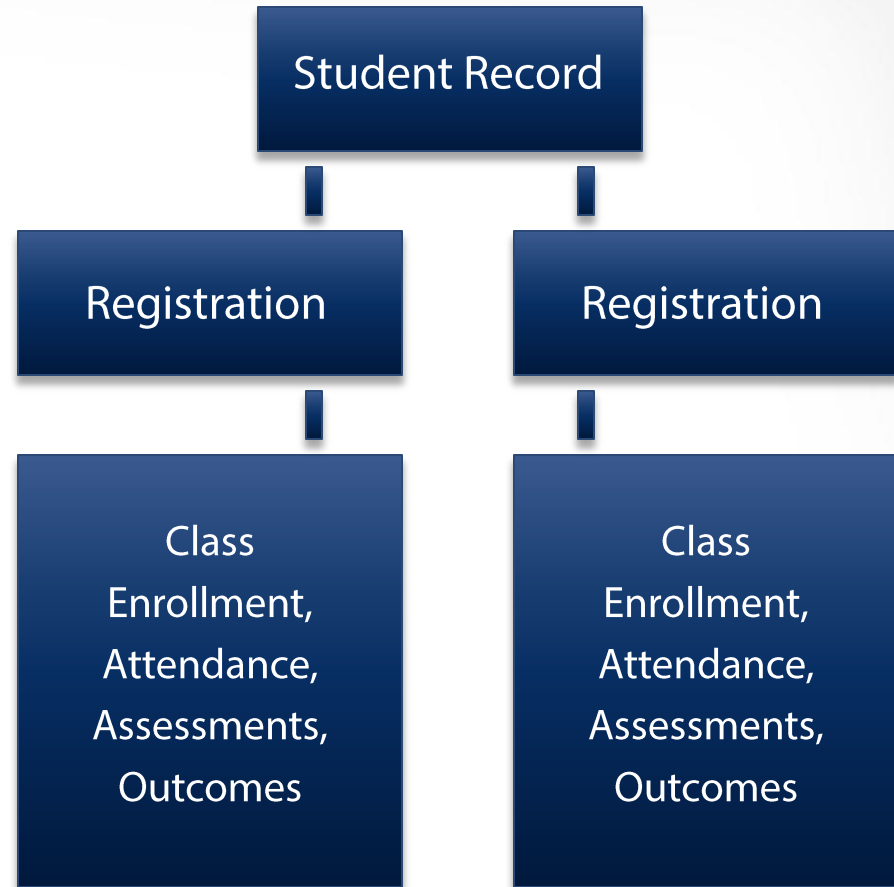
# DATA AGGREGATION

Data is aggregated at every level. Class-level data is aggregated into program level data which is aggregated into state level data.
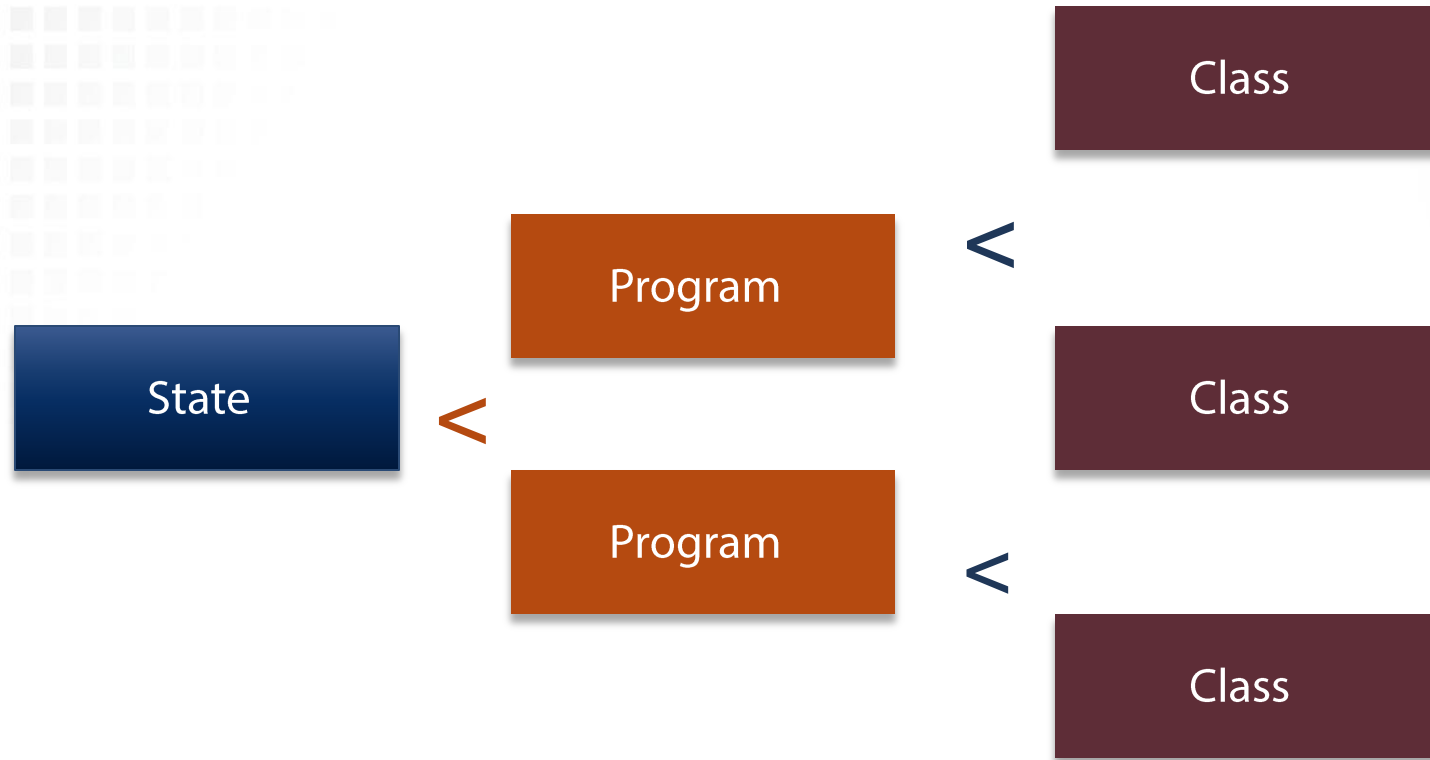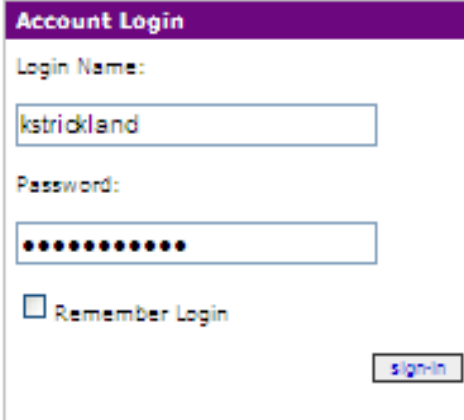
# SECURITY

Data entry transmitted over the Internet is encrypted for security.

User name and password are required to access any portion of the site.

Passwords are encrypted and known only to the user.

**Account Login**

Login Name:

kstrickland

Password:

••••••••••••

☐ Remember Login

sign-in

The system has protocols in place to force timed out sessions and require periodic password resets.

# SECURITY- TIERED PERMISSIONS

A tiered permissions system controls access to data at every level. The system establishes three basic levels of access, each of which can have multiple variations.



State Administrator

Program Administrator

Teacher

Can access data pertaining to all programs and classes

Can access data pertaining to all classes within a program

Can access data specific to the class or classes assigned
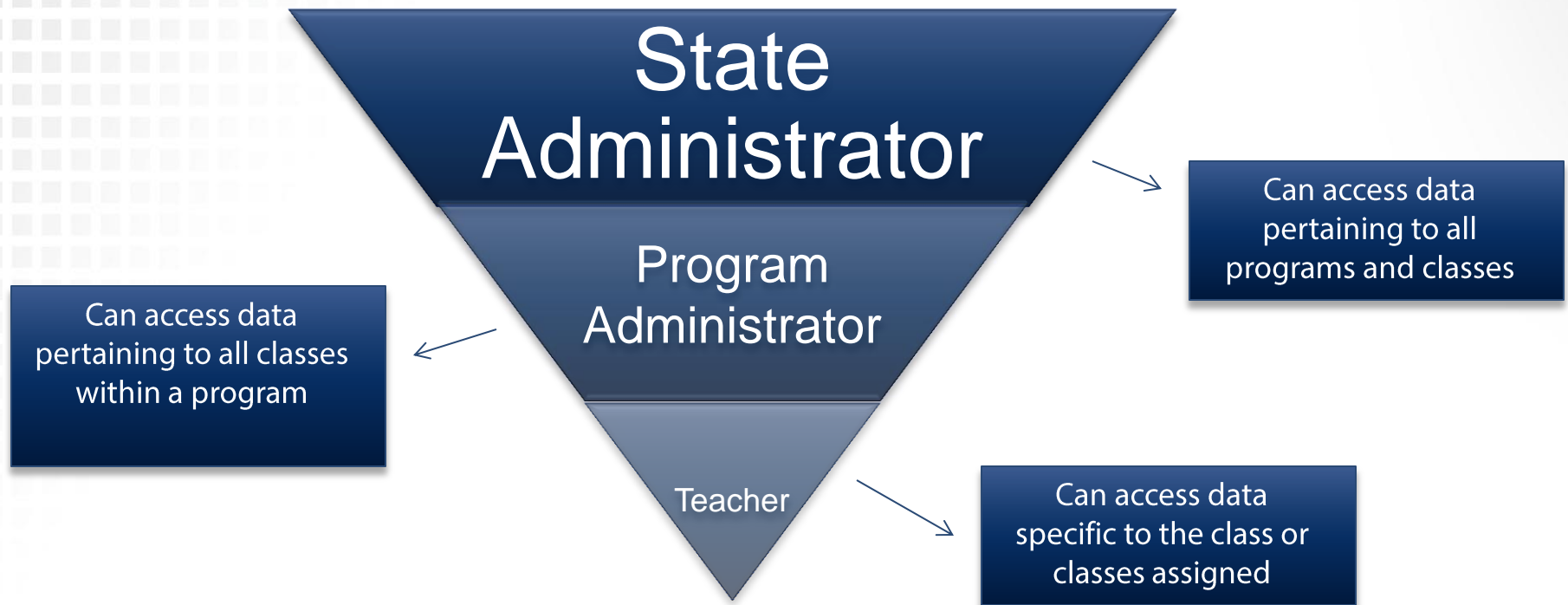
# SECURITY- TIERED PERMISSIONS

Roles-based permissions system provides options for multiple types of access and functionality.

# System Operation

# SYSTEM DESIGN

The system is divided into five basic modules:



STUDENT MANAGEMENT
CLASS MANAGEMENT
PROGRAM MANAGEMENT
USER MANAGEMENT
REPORTS

Depending on permissions and system roles, users will have access to portions of each function in the modules.

# STUDENT MANAGEMENT

# STUDENT MANAGEMENT

Terms to remember for when considering a student's interaction with a program:

- ◦ Enrollment
- ◦ Registration
- ◦ Placement

Because of the impact of student duplication on the Federal Tables, ADVANSYS has been designed as a Student Centric System.  The individual student may have multiple Program Enrollments, Enrollment Type Registrations and Class Placements. However, the student is entered ONCE in the system and the Enrollments, Registrations and Placements spur out from it.

# STUDENT MANAGEMENT - Enrollment

▸ Enrollment is the first step in the student entry process. Students are **ENROLLED** in the state system as well as the program itself.

▸ To Enroll a student in a program, an Enrollment Type and Enrollment Date must be selected.

▸ Students who are being tracked for NRS purposes MUST have the Enrollment Type NRS Registration.

*(This is currently the only option in Arizona)*

# STUDENT MANAGEMENT – Placement

▸ Students are PLACED in Classes.

▸ Students may be placed in one class or multiple classes. Class placement can be managed during the entire term of the student's Enrollment by adding classes, removing students from classes, and/or transferring students between classes.

# STUDENT MANAGEMENT

ADVANSYS provides multiple options for student search



Search by all, any part or a combination of fields

# STUDENT MANAGEMENT – New Students

If the search fails to return an existing student record and you are confident the student is a new entry, begin by creating a new student record in the system

Please search for an existing student and only if he or she cannot be found please **click here** to enter new student into the system.

**Unable to find student.**

**Student Lookup:**       **Show / Hide**

# STUDENT MANAGEMENT – New Students

## Student Bio Edit

After creating/editing this student, you will be able to select the types of enrollment for the student. Once you have chosen one or more enrollment types, you will need to fill in the demographic data for each of the enrollment types.

Step one is basic student biographical information.

All fields in **RED** are required as determined by state or federal policy.

* First Name:

Middle Name:

* Last Name:

* Date of Birth: (MM/DD/YYYY)

* Gender: Please select gender ▼

* Address:

* City:

* State / County: Maine ▼
Please select county ▼

* Zip:

* Primary Contact Phone: ( ) -

Emergency Phone: ( ) -

Work Phone: ( ) - ext.

Cell Phone: ( ) -

Email:

Data Matching(Permission to Release SSN)? ☐ Has given permission

Continue >>

# STUDENT MANAGEMENT – New Students

Create the Program Enrollment

Only one active enrollment per **Program** is allowed for the student. To add an enrollment to another **Program** or if the student does not have an active enrollment in this **Program**. To add one, select an enrollment date and then click Submit.

* **Enrollment Date:**  6/17/2015   (MM/DD/YYYY) Submit

The "Enrollment Date" is typically defined as the first date of contact with the adult education learner

This date establishes the earliest parameter for registration dates

# STUDENT MANAGEMENT – New Students

Set the **NRS Registration Date** and establish the student's **Contact Type**

Registration date establishes the earliest parameter for Class Placement and Assessment

Contact Type determines the available assessments and EFL Placement

**Test Program - Melissa (Change selection)**

Only one active enrollment per **Program** is allowed for the student. To add an enrollment to another **Program** or if the student does not have an active enrollment in this **Program**. To add one, select an enrollment date and then click Submit.

* Enrollment Date: 7/1/2014   (MM/DD/YYYY) Submit

**Currently enrolled in the following Program(s)**

| Enrolled in | Date Created | Date Separated | |
|---|---|---|---|
| Test Program - Melissa | 7/1/2014 | N/A | Edit |

**Select Student Program Type**

* Program Type: NRS Registration

* Enrollment Date: 6/17/2015   (MM/DD/YYYY)

* Contact Type: ABE/ASE, ESL   ABE / ASE

Add Program Type

# STUDENT MANAGEMENT – New Students

Once Enrollment and Registration data is entered, ADVANSYS will generate an at-a-glance status bar showing the remaining steps in completing the student entry process. As each is completed, the status bar will change color. This allows users to quickly see what information remains to complete the student entry process.

| Demographics | NRS Registration | Intake | Class Placement | Pre-testing | Outcomes (Cohorts/Goals) | |
|---|---|---|---|---|---|---|

# STUDENT MANAGEMENT – New Students

A variety of student status and identification measures are collected by the system.

Required fields are marked in RED and determined by state and federal policies and guidelines.

- Select the class

- Enter the placement date

*NOTE: Class Placement Dates are constrained by the registration date of the student as well as the beginning date of the class*

# STUDENT MANAGEMENT – Assessments

- Setting the Justification – Traditional vs Non-Traditional
- Allows for limiting to fewer tests than the battery traditionally requires
- Used so the system knows how many tests will be used to calculate the OVERALL EFL
- Overall EFL is based on the *lowest* level of the tests with a battery

# STUDENT MANAGEMENT – Assessments

- Choose the appropriate individual test
- Note that when a test name is selected, the screen will refresh as the system configures score range, form and series for each test
- Enter the ACTUAL test date and score
- The scores must fall within the available range for each test
- Click "Save Tests and Continue" once entry is complete

Current Status: **Never Tested** (no tests were entered). Enter Pretests below.

| Assesment Testing Based on Contact Type: | ABE / ASE ▼ | |
|---|---|---|
| **Battery for: ABE / ASE** | | **Justification:** |
| TABE 9/10 ▼ | | Traditional ▼ |

**Assessment Test Reporting**

| Test Name | Ver. | Date | Range | Score |
|---|---|---|---|---|
| TABE 9 Total Language ▼ | A ▼ | 7/1/2014 | 100-999 | 194 |
| TABE 9 Total Math ▼ | A ▼ | 7/1/2014 | 100-999 | 189 |
| TABE 9 Total Reading ▼ | A ▼ | 7/1/2014 | 100-999 | 224 |
| Save Tests and continue >> | | | | |

Note: Test date is constrained by the student's registration date

# STUDENT MANAGEMENT – Assessments

Test entry automatically generates an EFL based on the scores

| | |
|---|---|
| Date | 7/1/2014 |
| Justification | Traditional |
| Functioning Level | **ABE Beginning Literacy** |
| Action | Entered |
| Approved | ⊘ |

| Test | Date | Score |
|---|---|---|
| TABE 9 Total Language [A ] | 7/1/2014 | 194 |
| TABE 9 Total Math [A ] | 7/1/2014 | 189 |
| TABE 9 Total Reading [A ] | 7/1/2014 | 224 |

# STUDENT MANAGEMENT – Submit For Approval

Once completed, all data will be available for review before being submitted for approval

The approval process, which will be described later, commits to record the data entered for the student.  Once approved select data can no longer be edited or changed.

**Student Assessment**

**Core Indicators**

Cohort(Goal) Indicator 1:
    Retain or Improve Employment

The Cohort (Goal) Indicators have been set based on the information about the student:

- Employment status of **Full Time**
- Education level of **Grades 9-12 (no diploma)**

**Secondary Reasons**

Primary
| Improve basic skills | ▼ |

Secondary
| Increased involvement in children's education | ▼ |

**State Goals**

Primary
| - -Please select- - | ▼ |

Secondary
| - -Please select- - | ▼ |

# STUDENT MANAGEMENT – Snapshot Box



Oswald Cobblepot | [89899/61654/113214] Minimize [-]

**Oswald Cobblepot** [89899/61654/113214] - (Test Program - Melissa)

✔ **Enrolled in Program**

**Menu Options:**
Change/Add Classes
Change/Add WBPL Classes
Print Course Schedule
Attendance History
GED® Testing Scores
Transcripts / Print Transcripts
Billing History / Create Invoice
Print Statement
Outcomes
Update Even Start Enrollment
Add Case Note

Class(es) placed in:
Test Program - Melissa - *English 101 - Workplace Literacy Skills 1110*
Test Program - Melissa - *Melissa's Testing Class*

**Contact type:** ABE / ASE
**Functioning Level:** ABE Beginning Literacy
**Last action taken:** Entered
Enter Test Scores

Table-4 advance 2014-2015: ▮Not earned Completion

Each stage of the Enrollment process builds the Student Snapshot Box which contains a variety of information about the student as well as a number of options for additional review and entry.

# STUDENT MANAGEMENT – Existing Students

If a student search returns a student already enrolled in the system, the entry process is similar.  The primary difference is that the steps followed will register the student in a different program.

# STUDENT MANAGEMENT – Existing Students

Add or Edit a student's enrollment into a(n) **Adult Ed Program**. Depending on available options, a student may have several program types selected per **Adult Ed Program**.

**Test Program 2 - Melissa/Alisha**

Only one active enrollment per **Adult Ed Program** is allowed for the student. To add an enrollment to another **Adult Ed Program** or if the student does not have an active enrollment in this **Adult Ed Program**. To add one, select an enrollment date and then click Submit.

**\* Enrollment Date:** 3/26/2014     (MM/DD/YYYY) Submit

Add the student to the new program. The same rules for registration and enrollment dates will apply

*NOTE*– **Students CANNOT be simultaneously enrolled in the same Program multiple times.**

STUDENT MANAGEMENT – Existing Students

ENROLLING EXISTING STUDENTS

Select NRS Registration Date and Contact Type for students being registered in a new program

**Currently enrolled in the following Adult Ed Program(s)**

| Enrolled in | Date Created | Date Separated | |
|---|---|---|---|
| Merrymeeting Adult Education | 2/21/2014 | N/A | |
| RSU 5 Recreation & Community Education | 1/23/2014 | N/A | |
| Test Program 2 - Melissa/Alisha | 7/1/2013 | N/A | Edit |

**Select Student Program Type**

* Program Type: -- Please Select --    * Enrollment Date: 3/26/2014  (MM/DD/YYYY)

Add Program Type

**The Following Student Program Types have been chosen:**

| Name | Description | NRS Testing | Accuplacer Testing | Enrollment Date | Separation Date | |
|---|---|---|---|---|---|---|
| NRS Registration | Students who are working on Basic Literacy and Numeracy skills | ✔ | ✘ | 7/1/2013 | Not Separated | Separate |

Separate from Enrollment

Continue >>

## CHANGE OR ADD CLASSES

Change/Add Class will display class placement history and allow for separation from a class, allow you to add new classes to the student's profile and see the status of the student and the classes in which he/she are placed.

**Class Placement History**

| Class | Status | Placed | Separated |
|---|---|---|---|
| Auburn Adult Education<br>*Algebra - Spring 2015* | Placed in class | 1/5/2015<br>Delete | Remove from Class |
| Auburn Adult Education<br>*Algebra IA - Spring 2013* | Separated | 1/23/2013 | 3/7/2013 |
| Auburn Adult Education<br>*Algebra IA - Spring 2013* | Separated | 1/23/2013 | 3/7/2013 |
| Auburn Adult Education<br>*College Transitions - Spring 2015* | Placed in class | 1/5/2015 | Remove from Class |
| Auburn Adult Education<br>*Developmental Reading - Spring 2013* | Separated | 1/23/2013 | 3/3/2013 |
| Auburn Adult Education<br>*ECO - Fall 2012* | Separated | 8/6/2012 | 12/31/2012 |
| Auburn Adult Education<br>*ECO - Spring 2013* | Separated | 1/23/2013<br>Delete | 8/1/2013 |
| Auburn Adult Education<br>*ECO History - Spring 2013* | Separated | 1/23/2013<br>Delete | 8/1/2013 |
| Auburn Adult Education<br>*Grammar 2 - Spring 2015* | Placed in class | 1/5/2015 | Remove from Class |
| Auburn Adult Education<br>*Grammar 2 - Spring 2015* | Placed in class | 1/5/2015 | Remove from Class |
| Auburn Adult Education<br>*Sociology - Fall 2012* | Separated | 8/6/2012 | 12/31/2012 |

# STUDENT MANAGEMENT – Existing Students

**VIEW/PRINT COURSE SCHEDULE**

View the student's class schedule with capability to export to a csv, an xls or pdf file

## Student Schedule

**Student:** Oswald Cobblepot (1/1/1951)  **Primary Contact Phone:** 1111111111

**Address:** 123 Penguin  **Student Email:**
Gotham, RI 12345

| Course | Starts | Ends | Teacher | Schedule |
|---|---|---|---|---|
| **Melissa's Testing Location 1: 555 Testing Location Providence, RI 55555** | | | | |
| English 101 - Workplace Literacy Skills 1110<br>Course ID: 1110.11.0.115.287.8172 | 7/1/2014 | 6/30/2015 | Melissa Milam | Mon 8:00 AM-2:00 PM<br>Wed 8:00 AM-2:00 PM |
| Melissa's Testing Class<br>Course ID: 1230.08.0.115.287.8170 | 7/1/2014 | 6/30/2015 | Melissa Milam | Mon 8:00 AM-12:00 PM<br>Wed 8:00 AM-12:00 PM |
| | | | | |

# STUDENT MANAGEMENT – Existing Students

**ATTENDANCE HISTORY**

Provides a list of student attendance by class

Hours are separated by fiscal year and an aggregate total for each year is provided

**Student Attendance For** Rachel ▇▇▇▇ **[374549/375219/47730]**

| Meeting Date | Class Name | Total Hours | NRS Hours | Non-NRS Hours | Approved |
|---|---|---|---|---|---|
| | | 2012 - 2013 | | | |
| 8/28/2012 | Sociology - Fall 2012 | 3.00 | 3.00 | 0.00 | ✔ |
| 9/4/2012 | ECO - Fall 2012 | 3.00 | 3.00 | 0.00 | ✔ |
| 9/4/2012 | Sociology - Fall 2012 | 3.00 | 3.00 | 0.00 | ✔ |
| 9/11/2012 | Sociology - Fall 2012 | 3.00 | 3.00 | 0.00 | ✔ |
| 9/13/2012 | ECO - Fall 2012 | 3.00 | 3.00 | 0.00 | ✔ |
| 9/18/2012 | Sociology - Fall 2012 | 3.00 | 3.00 | 0.00 | ✔ |
| 10/2/2012 | ECO - Fall 2012 | 3.00 | 3.00 | 0.00 | ✔ |

# STUDENT MANAGEMENT – Existing Students

STUDENT TRANSCRIPTS

View, Create, Print and/or Edit Transcript Information for students.

Add New Record    Print Transcript

You may only view individual report cards for Rhode Island Department of Elementary and Secondary Education classes.

| Course Name | Date Completed | Credits Earned | Grade | Location | Official | |
|---|---|---|---|---|---|---|
| Test Program - Melissa - English 101 - Workplace Literacy Skills 1110 | 6/30/2015 | 0.00 | | Test Program - Melissa | ✓ | Edit \| View |
| Test Program - Melissa - Melissa's Testing Class | 6/30/2015 | 3.00 | P | Test Program - Melissa | ✓ | Edit \| View |

# STUDENT MANAGEMENT – Existing Students

**OUTCOMES**

Displays Cohort Outcome Achievements

Will also allow manual addition of student outcomes if the student meets the 12 hour criteria, has been separated and proper documentation is available

## NRS Registration Details

| | | | |
|---|---|---|---|
| **Registration Date** | 6/22/2011 | **Separation Date** | 6/30/2012 |
| **Enrollment Date** | | **Fiscal Quarter** | 4 |
| **12 Hours Requirement** | Not Met | | |
| **Employment Status** | Part Time | | |
| **Registration Date** | 8/6/2012 | **Separation Date** | 6/30/2013 |
| **Enrollment Date** | 9/11/2012 | **Fiscal Quarter** | 4 |
| **12 Hours Requirement** | Met on Tuesday, September 11, 2012 | | |
| **Employment Status** | Part Time | | |
| **Registration Date** | 1/15/2015 | **Separation Date** | |
| **Enrollment Date** | | **Fiscal Quarter** | N/A |
| **12 Hours Requirement** | Not Met | | |
| **Employment Status** | Part Time | | |

## State Goal Achievements
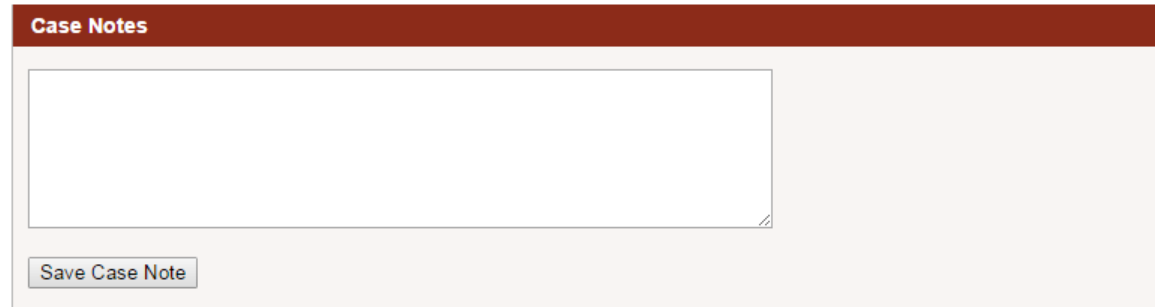
Can be added by State or Program Administrator at any time during the fiscal year, whether this student is currently enrolled or not.

**New State Goal**

# STUDENT MANAGEMENT – Existing Students

CASE NOTES:

Notes about students which are shared between programs.

**Case Notes**

Save Case Note

# STUDENT MANAGEMENT – Post-Testing

- Completes the battery "cycle"
- Recalculates the EFL once Post–Test has been entered
- Click on "Enter Test Scores" to begin

# STUDENT MANAGEMENT – Post-Testing

- View student's progress in the current battery.

  Contact Type: **ABE / ASE**
  Current Status: **Pre-tested only** (enter the Post Tests below)
  Current Battery: **CASAS**
  Current Justification: **Non-Traditional 2**

- Once the pre–test has been entered, post–tests can be entered in any order for those subjects tested.
  - Ex. – overall EFL is established by the LOWEST score.

  > *NOTE: Tests must be entered and approved in a logical fashion. Once a test date has been entered and approved, additional tests cannot be entered on that date.*

- In the test entry section, enter the required information in the appropriate boxes

| Add NEW Series and NEW test in designation | ABE / ASE | | | | | |
|---|---|---|---|---|---|---|
| **Test** | | **Level** | **Form** | **Date** | **Range** | **Score** |
| --Please Select-- | | -- | -- | | (MM/DD/YYYY) | |

# STUDENT MANAGEMENT – Post-Testing

The number of Post-Tests available will be determined by the Pre-Tests entered.

- Traditional – All 3 Subject Areas
- Non-Traditional 2– 2 Subject Areas
- Non-Traditional 1– 1Subject Area

The pre-test/post-test cycle is complete and the test battery can be changed only under two conditions:

1. When all tests entered as a pre-test have a post-test score.
   Or
2. When one or more post-tests allow the learner to advance a functioning level.

# STUDENT MANAGEMENT – Post-Testing

- The available tests in the "Test" drop-down will be limited by the pre-tests that were entered
- TABE Tests will alternate between 9 and 10
- Test dates must follow logical sequence

| Add NEW Series and NEW test in designation | ABE / ASE ▼ | | | |
|---|---|---|---|---|
| **Test** | **Level** | **Date** | **Range** | **Score** |
| TABE 10 Total Language ▼ | A ▼ | 6/17/2015    (MM/DD/YYYY) | 100-999 | |
| | | Add Series and Test | | |

**Test History (latest Series can be edited)**

| **Series Entry** | | | **Tests ＊** | | | |
|---|---|---|---|---|---|---|
| | | | **Test** | **Date** | **Score** | **edit** |
| Date | 7/1/2014 | | TABE 9 Total Language [A ] | 7/1/2014 | 194 | 📝 |
| Justification | Traditional | | TABE 9 Total Math [A ] | 7/1/2014 | 189 | 📝 |
| Functioning Level | ABE Beginning Literacy | | TABE 9 Total Reading [A ] | 7/1/2014 | 224 | 📝 |
| Action | Entered | | | | | |
| Approved | ⊘ | | | | | |

＊ Only tests in the Last Non-Approved Series can be edited.

# STUDENT MANAGEMENT – Post-Testing

One or multiple post-tests may be entered.
(*Remember: If one test is entered on a select date, ALL the post-tests for that date must be entered before they are approved. Failure to do so will prevent you from entering additional post-tests on that date.*)



If the student has not met the minimum number of attendance hours between tests, the system will generate a warning before test entry is permitted

*NOTE: Post-test entry will recalculate EFL, action taken and improvement requirements for the student.*

- Test battery validation ensures that assessment scores are entered within the range of scores applicable to that particular assessment measure.

- System validation routines will require alternating versions of tests based on requirements for each test.

- Regardless of the number of scores entered, EFL is determined by the *lowest* score of the test battery.

- Learner's entry level in Table 4 Column B will be established by the *lowest* score of the tests taken, again regardless of number.

# STUDENT MANAGEMENT – Post-Testing

**NOTE: Post-test entry will recalculate EFL, action taken and improvement requirements for the student.**

Possible Action entries are:

- Entered (pre-test only)

- Continued in the Same Level

- Regressed to a Lower Level

- *Completed* the Level (**based on assessment scores**)

- *Advanced* to the Next Level (**based on attendance entry**)

*Completed = Ed Gain: Table 4 column D
*Advanced = Ed Gain + Attendance: Table 4 column E

# STUDENT MANAGEMENT – Post-Testing

The system differentiates between Completion of an EFL and Advance to the next EFL by attendance. The addition of one hour of instruction *on or after* the date of the assessment that triggered the completion will trigger the advance.

Tests trigger **Completion**

Attendance triggers **Advance**

# STUDENT MANAGEMENT – Post-Testing

- Logical progression processing requires that an advance follow a completion.  Before a student can have additional tests added to his/her record the advance must be triggered by the entry of an attendance hour.

- The addition of an hour on or after the date of the test is critical particularly at the end of a fiscal year.

- According to the rules for Table 4, the column for Advanced _MUST_ be a subset of the column for completed.  Therefore if a student completes by testing at the end of the fiscal year, he/she must also advance by attendance in that fiscal or his assessment entry record will be locked.

- Logical progression means that a student cannot have an advance in one fiscal without also having a completion in the same.

# STUDENT MANAGEMENT – Post-Testing

Example: If John Smith completes Level 3 by achieving the requisite test score on June 20, he must have an hour of attendance entered between June 20 and June 30 or the system will not permit additional test entries

*NOTE: By NRS rule there is no Advance from the highest level of ASE or ESL (Level 6).*

In addition to the **OVERALL EFL** the Student Snapshot Box also displays the **Table 4 result** of test scores entered

Table 4 calculations are on a per-test basis and may differ from the student's OVERALL EFL progression.

Contact type:                ABE / ASE
Functioning Level:           ABE Beginning Literacy
Last action taken:           Continued in same level

Enter Test Scores

Table-4 advance 2014-2015:   ⬛ Not earned Completion

Red Status indicates the Student has not achieved a Completion for Table 4 purposes.

Table-4 advance 2012-2013: ▮ Not earned Completion

Yellow Status indicates the student has achieved a Completion (based on assessment entry) for Table 4 purposes

Table-4 advance 2012-2013: ▮ Completed, No Advance

Green Status indicates the student has achieved an Advance (based on hours entry after the date of the assessment) for Table 4 purposes.

Table-4 advance 2012-2013: ▮ Earned credit

# STUDENT MANAGEMENT – Improvements

Improvement Requirements display what results the student must achieve to increase EFL on a test-by-test basis

# STUDENT MANAGEMENT – Post-Testing

After a pre-test and post-test routine has been completed, the option to create a new battery or change justification is available.

In the case of assessments that were imported from previous data systems, the Change Battery option will allow the test progression to continue.

To Change the Battery or Justification, you may have to navigate to the EDIT function by Assessment Test Reporting in the Student Profile Page.  On the assessment entry screen there will be a message related to the current assessment status that is similar to the example below:

Contact Type: **ABE / ASE**
Current Status: **Post-tested**
 (entering tests here will continue in the same battery/justification
 or you can start a new battery/switch justification.)
Current Battery: **MAEMIS – Imported Tests**
Current Justification: **Traditional**

Creating a New Battery or Changing Justification will allow the entry of new tests and continue the student progression.

# STUDENT MANAGEMENT - Browse

Browse for students by class

# STUDENT MANAGEMENT - Review Modules

View and edit

## Class Placement History

| Class Placement History | | | EDIT |
|---|---|---|---|
| **Class** | **Status** | **Placed** | **Seperated** |
| Maine Demo *Test Class* | Placed in class | 3/7/2012 | |

## Status Measurements

| Status Measures | |
|---|---|
| Last Grade Completed | 9th |
| Last Year Attended | |
| Living Area | Rural |
| Employment | Part Time |
| Public Assistance | No |
| Physical disability | No |
| Learning disability | No |
| Low Income | No |
| Displaced Homemaker | No |
| Single Parent | No |
| Dislocated Worker | No |
| Support Needs | |
| Learning Needs | |

## Goals

| Goals |
|---|
| Core Indicator Primary |
| Core Indicator Secondary |
| Secondary Reason Primary |
| Secondary Reason Secondary |
| State Goal Primary |
| State Goal Secondary |

## Demographic Info

| Personal Information | |
|---|---|
| Student Name | Jason Sanders |
| Social Security Number | |
| Student ID Number | |
| State ID Number | |
| Inmate Number | |
| Street Address: | 123 Primary |
| City | Rutgers |
| State | Alabama |
| Zip | 12345 |
| County | Autauga |
| Phone | (205) 444 - 4545 |
| Emergency Contact | Not Specified |
| Work Phone | Not Specified |
| Cell Phone | Not Specified |
| Email Address | |
| Date of Birth | Wednesday, July 01, 1981 |
| Gender | Male |
| Ethnicity | Hispanic/Latino |

## Assessment History

| Assessment Test Reporting | | | | |
|---|---|---|---|---|
| **Test Date** | **Test Name** | **Score** | **Version Code** | **Justification** |
| 7/01/2011 | TABE 9 Total Language | 274 | A | Non-Traditional 1 |

**The following students have not had attendance hours entered for the last 90 or more calendar days.**

**Students missing Attendance Hours**

| First Name | Last Name | Last attendance date [days ago] | Registration Date | Contact phone(s) |
|---|---|---|---|---|
| ANNA | HART | 9/29/2010 [527] | 4/1/2010 | h: (888) 344 - 5950<br>w: (888) 344 - 5950 |
| ANTHONY | STUART | 1/5/2010 [794] | 9/21/2009 | h: (888) 344 - 5950<br>w: (888) 344 - 5950 |
| ANTHONY | WOODWARD | 12/7/2010 [458] | 10/1/2010 | h: (888) 344 - 5950<br>w: (888) 344 - 5950 |
| BETTY | EVERETT | 7/5/2010 [613] | 1/13/2010 | h: (888) 344 - 5950<br>w: (888) 344 - 5950 |
| BETTY | FARLEY | 5/26/2010 [653] | 7/29/2009 | h: (888) 344 - 5950<br>w: (888) 344 - 5950 |
| BRENDA | ANDREWS | 11/29/2010 [466] | 4/29/2009 | h: (888) 344 - 5950<br>w: (888) 344 - 5950 |
| BRIAN | PETERSEN | 4/26/2010 [683] | 2/22/2010 | h: (888) 344 - 5950<br>w: (888) 344 - 5950 |
| CAROL | DIXON | 3/29/2010 [711] | | |
| CHRISTOPHER | PRATT | 6/22/2009 [991] | | |

Attendance alerts list students who are enrolled but absent from class for a set period of time

**The following students have accumulated 60 or more class hours without a test score being entered**

**Students missing Test Scores**

| Name | Last Test | Last Test | Hours since Last Test | Gain | Enter Scores |
|---|---|---|---|---|---|
| CHRISTOPHER PRATT | 1/26/2009 | 1/26/2009 | 70.00 | Completion not earned | 📝 |
| CYNTHIA BATES | 7/9/2010 | 7/9/2010 | 66.00 | Completion not earned | 📝 |
| DEBORAH TALLEY | 3/27/2009 | 3/27/2009 | 70.00 | Completion not earned | 📝 |
| ERIC PATRICK | 3/6/2009 | 3/6/2009 | 60.00 | Completion not earned | 📝 |
| GEORGE GUZMAN | N / A | N / A | 132.00 | Completion not earned | 📝 |
| JOSE SELLERS | 10/1/2008 | 10/1/2008 | 116.00 | Completion not earned | 📝 |
| PAUL MERRITT | N / A | N / A | 135.00 | Completion not earned | 📝 |
| RICHARD HARDIN | 7/9/2010 | 7/9/2010 | 66.00 | Completion not earned | 📝 |
| RUTH SUAREZ | 6/29/2009 | 6/29/2009 | 78.00 | Completion not earned | 📝 |

Testing alerts list students who have accumulated attendance but no post-test

# STUDENT MANAGEMENT – DATA MATCH

High School Equivalency Data is automatically matched via the GED Advantage Data Management System.

# STUDENT MANAGEMENT – DATA MATCH

Enter Employment, Retain Employment and Enter Postsecondary Cohorts are data matched with various state and federal agencies.

Outcome entry is automatic

# STUDENT MANAGEMENT – CALL LIST

Generate outcome call lists



Automatically generate scripts for outcome follow up calls

## STUDENT MANAGEMENT — CALL LIST

ADVANSYS features an *Outcome Call List* that allows users with the appropriate authority to:

- ▸ Generate a list of students to survey
- ▸ Filter the list by a variety of criteria
- ▸ Begin a survey process that transitions quickly and easily to the next call in the queue
- ▸ Enter status data on unanswered calls, wrong numbers and other failures to reach the student
- ▸ Complete the survey by following a standard script, easily translatable into multiple languages
- ▸ Advance to the next call in the call queue without regenerating the Call List

# STUDENT MANAGEMENT – CALL LIST

▸ Select **Outcome Call List** from the Student Management section of the left hand navigation menu to access the feature.



**Student Management**

Browse Students/Class
Lookup Students & Add New
Student Tests
Attendance Alerts
Testing Alerts
Enrollment Alerts
Outcome Call List
Daily Calls
GED® Testing Data
Match
Unpaid Fees

# STUDENT MANAGEMENT — CALL LIST

- ▸ Users with appropriate permissions may generate lists of students who meet the criteria to have outcomes verified.

- ▸ Select an Outcome and then select the appropriate reporting period. The system will pre-select reporting periods based on the Cohort Selection

## Outcome Call List

**Please select Primary List Options**

| Goal | - -Please select- - ▾ | | Exit Quarter | Please select ▾ |

Generate

**Results**

Student must have a minimum of 12 attendance hours

Be separated from the program

The separation must fall in the NRS-approved window of time for which outcome data can be entered

# STUDENT MANAGEMENT – CALL LIST

▸ The initial list is unfiltered, but a variety of filtering options are then available

Filter by Program and/or Class

**Please select Secondary List Options**

| | | |
|---|---|---|
| Program | -- Please select Program -- | |
| | -- ALL Classes -- | |
| Last Call Action | - -Please select- - | |
| Had outcome information entered Previously | ○ Yes ● No | **Attempted to contact Previously** ○ Yes ● No |
| Best time to call | *Date _____ (MM/DD/YYYY) | *From time 00 : 00 PM   *To time 00 : 00 PM |
| | *Note: if call date is entered From time and To time are required! | |

- -Please select- -
Refused to cooperate
No Phone Number
No Answer
Left Message
Disconnected number
Wrong Number
Complete

Filter by **Last Call Action** (when searching for students with whom contact has already been attempted

Filter by whether contact has been attempted, information has been entered and if a best call time has been entered

# STUDENT MANAGEMENT – CALL LIST



The generated List will include basic student information including name, ID #, Address, Phone and Email for each student

The generated list will include Registration and Separation Dates, Program Enrollment and Class Placement data on each student

To initiate an Outcome Call, select the **Add/Edit** link next to the student to be called.

Students who have had outcome results previously entered will be marked **Complete** with a date of entry

# STUDENT MANAGEMENT – CALL LIST

From the initial call screen, the call date and call time (to the nearest hour) are prepopulated.

Home and Work numbers (if available) are listed. Click on the number called to populate the Phone field.

**UNAVAILABLE OR UNWILLING**
If the student does not participate or is not available, select a CALL ACTION from the dropdown.

Select a call back date and call time if desired.

This information is used to help filter future lists.

The system will present a Save Call prompt and then proceed to the next student from the generated Call List.

Edit Ca

**Call Details [**

| Call Date | 3/18/2013 | (MM/DD/YYYY) |
| Call Time | 03 : 00 PM | |
| Phone | ( 401 ) 282 - 4663 | Home: (401) 282 - 4663 / Work: Not Specified |
| Call Action | - -Please select- - | |
| Repeat Date | | (MM/DD/YYYY) |
| Repeat Time | 00 : 00 AM | |

- -Please select- -
- -Please select- -
Refused to cooperate
No Phone Number
No Answer
Left Message
Disconnected number
Wrong Number

Cance

Save Call and Continue to Outcome Survey >>

Next call in m

If the student is available and the survey is to proceed, DO NOT enter an action in the Call Action field. Select the *SAVE CALL AND CONTINUE TO OUTCOME SURVEY* link

## STUDENT MANAGEMENT – CALL LIST

Language: English

**Outcome Survey for: Enter Employment**

Hello. My name is Greg Zinger.

I'm calling on behalf of the Adult Educati... recently attended classes in our adult educ... liked the classes you attended and how a... your family, and your job.

This short survey should take no longe... responses are very important. Do you have... (Reassure the respondent that any inf... confidential.)

**A) Enrollment**

A-1 I understand that you were in the following classes about six months ago. Is that correct? — -Please select- —

A-2 Are you presently attending an adult education program? — -Please select- —

A-3 Is it the same adult education program? — -Please select- —

A-4 Where is the class located?

A-5 In what county is the program located?

**B) Other Education and Training**

B-1 Since the end of your class or program, have you enrolled in any other educational or training programs? — -Please select- —

B-2 Where are you enrolled?

B-3 In what type of class or classes are you now enrolled? [Do not read choices to respondent. Check all that apply.]

Standard options are:
- English Language Skills
- GED/High School
- Vocational/Job Training
- Community College/College Level
- Citizenship
- Family literacy
- DK/Refused

**C) Employment**

C-1 While you were taking the class did you get a paying job? Yes

C-2 Since you stopped taking the class, have you gotten a paying job? Yes

C-3 Do you still have the same job or do you now have a different job? Still have the same job

**G) Closing**

G-1 Is there anything that I didn't ask about that you'd like to say?

...ons. Your answers are ...make adult education ...attended or would like

Save Survey

**The Survey Script Sections A–B**
The survey script is available in English, Spanish and Portuguese

The first two sections feature basic questions about the student's enrollment.

**The Survey Script Sections C – G**
The third section focuses on the specific outcome being surveyed. Answers to these questions will determine whether the cohort was successfully achieved.

Section G is an optional closing statement.

*SAVE* the survey and move on to the next student in the call queue

# STUDENT MANAGEMENT – CALL LIST

**Continuing the Call Queue**

Follow the same process of call log to survey for as many students as desired.

Stop at any time and all results will remain logged.

Start a new list at a later time and filter out all students who have already been surveyed.

**ADVANSYS**
ADULT EDUCATION MANAGEMENT SYSTEM

# STUDENT MANAGEMENT – CALL LIST

**Student Management**

Browse Students/Class
Lookup Students & Add New
Student Tests
Attendance Alerts
Testing Alerts
Enrollment Alerts
Outcome Call List
Daily Calls
GED® Testing Data
Match
Unpaid Fees

*Daily Call List*
To generate a List of Outcome Calls by day, select the Daily Calls link in the Student Management Module in the left hand navigation menu.

# STUDENT MANAGEMENT – CALL LIST

# STUDENT MANAGEMENT – CALL LIST

## OUTCOME DAILY CALLS



| Call Search Criteria | | |
|---|---|---|
| Program | Project LEARN | |
| Class | -- ALL Classes -- | |
| Goal | Retain or Improve Employment | |
| Exit Quarter | April - June 2014 | |
| Call Date | 04/08/2015 | (MM/DD/YYYY) | Generate |

| Call Date Seq.# | Student Identifier | Program Class | Interviewer Name | Call Status Phone # |
|---|---|---|---|---|
| 4/8/2015 8:00 AM 1 | Rodriquez D'Ondre ssn: ein: | Project LEARN > GED Class | Sandra Asen | Complete |
| 4/8/2015 8:00 AM 2 | Asenov Motley ssn: ein: | Project LEARN > GED Class | Sandra Asen | Complete |

**Daily Call List**
Generate a List of Outcome Calls by day.

The list will present the date of the call, student, student ID, Program and Class(es), Interviewer who completed the call, Number dialed and Status of the call

# STUDENT MANAGEMENT - MANUAL ENTRY



Can be added by State or Program Administrator only if student is separated and meets all requirements for entry.

| | Date | Entered | Goal Achieved | GED Certificate Number | Date Approved | |
|---|---|---|---|---|---|---|
| | | | | | | New Indicator |
| | 5/13/2014 | 6/6/2014 | Obtain a GED/HSE | | 6/10/2014 | |
| | 6/14/2015 (MM/DD/YYYY) | 6/14/2015 | Select outcome indicator ▼ | N/A | | Save Cancel |

☐ Proper documentation for this outcome is available

When data match does not capture results, manual cohort entry is possible.

# CLASS MANAGEMENT

Create new classes and set class schedules

Required fields are determined by state and federal policies and guidelines

Teachers can be assigned to classes during the creation process

# CLASS MANAGEMENT – Improvements

| Test Battery: | **TABE 9/10** | Latest Series Date: | **7/1/2011** | |
|---|---|---|---|---|
| | **Required Tests** | **With Minimum Score** | | |
| TABE 10 Total Language | | 390 | | |
| One hour of attendance requirement: N/A | | | | |

View improvement requirements for an individual student

**(Day) [5004]**

| Name | Current Functioning Level | Scores Needed to Complete Level |
|---|---|---|
| TIMOTHY AUSTIN | | |
| VIRGINIA BOWMAN | ABE Intermediate Low | CASAS Math - 221 |
| | | CASAS Reading - At highest level |
| CAROL CHERRY | | |
| RICHARD COOPER | ABE Intermediate Low | CASAS Math - 221 |
| | | CASAS Reading - 246 |
| JEFFREY DODSON | | |
| FRANK FITZPATRICK | ABE Intermediate High | CASAS Math - 234 |
| | | CASAS Reading - At highest level |
| MARIA FLEMING | | |
| VIRGINIA GRIFFIN | | |
| DENNIS HENSLEY | | |
| ANGELA HOFFMAN | ABE Intermediate High | CASAS Math - 234 |
| | | CASAS Reading - At highest level |
| JEFFREY JACOBSON | | |
| AMY JUAREZ | | |
| RICHARD KELLER | ABE Intermediate High | CASAS Math - 234 |
| | | CASAS Reading - 236 |

Or for an entire class at one time

# CLASS MANAGEMENT – Class List

From the Class List view a variety of information including:

**Class Name and ID**

**Instructor**

**Schedule**

**Student Roster**



Classes in *Test Program - Melissa*  ☐ Hide Schedule?

| Hours | Class name | Instructor | Is NRS | Schedule | Class Dates | Students |
|-------|-----------|-----------|--------|----------|-------------|----------|
| ⏱ | English 101 - Workplace Literacy Skills 1110 (Summer 14/15) CourseID: 1110.11.0.115.287.8172 | Milam, Melissa | ✓ | Mon 8:00 AM-2:00 PM / Wed 8:00 AM-2:00 PM | 7/1/2014 - 6/30/2015 | 3 |
| ⏱ | Math 151 - Advanced Algebra (Summer 14/15) CourseID: 1230.08.0.115.287.8171 | Milam, Melissa | ✓ | Mon 8:00 AM-2:00 PM / Wed 8:00 AM-2:00 PM | 7/1/2014 - 6/30/2015 | 2 |
| ⏱ | Melissa's Testing Class (Summer 14/15) CourseID: 1230.08.0.115.287.8170 | Milam, Melissa | ✓ | Mon 8:00 AM-12:00 PM / Wed 8:00 AM-12:00 PM | 7/1/2014 - 6/30/2015 | 4 |
| ⏱ | My copied class (Summer 15/16) CourseID: 1110.11.0.115.287.8174 | | ✓ | Mon 8:00 AM-2:00 PM / Wed 8:00 AM-2:00 PM | 7/15/2015 - 7/30/2015 | |

Total Student Records: 9
Click here to add a class to *Test Program - Melissa*.

# CLASS MANAGEMENT – ATTENDANCE

*ATTENDANCE ENTRY in ADVANSYS is managed on a class-by-class, day-by-day basis. There are no provisions for bulk entry*

- Available attendance dates are validated by the start and end dates of each class as well as by the dates a class is scheduled to meet
- Attendance hours are constrained by the hours a class is scheduled to meet on each date of entry
- Attendance for students is validated by the placement and exit dates of the student in the class
- Student hours cannot exceed the number of class hours per meeting

# CLASS MANAGEMENT – ATTENDANCE

▸ To begin the Attendance Entry process, select **ENTER HOURS** from the Class Management module in the left-hand navigation menu

**Class Management**

Class Improvements
Enter Hours
Attendance Sheet
Review Hours
New Class
Class List
New Class Location
Class Location List
Low Enrollment Alerts
Full Enrollment Alerts
Class Roster
Class Ending Alerts
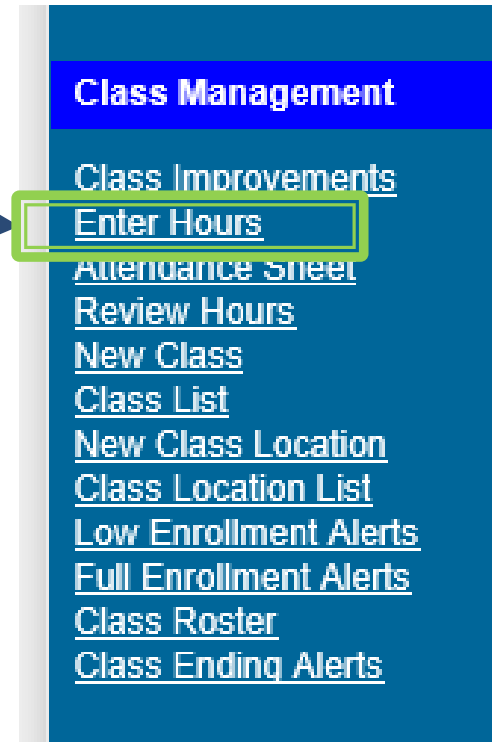
# CLASS MANAGEMENT – ATTENDANCE

▸ For Program Administrators, the system presents a list of classes in the program (as illustrated below)

▸ Users with rights to only specific classes will see only those classes displayed as selections

Enter Hours: Teacher/Class Hours

Select a class in which to enter attendance by clicking the appropriate link

| Select [ ● Active ● Inactive ● Any ] Class | | From [ ● Active ● Inactive ● Any ] Adult Ed Program |
|---|---|---|
| **Arizona Testing Program** | | |
| DOC - Demo Class | English 101 | ESL 101 |
| Family Literacy - Basics | Learn Ballroom Dancing | Learn Excel - 101 |
| Math 101 | | |

\* Inactive Adult Ed Program   \*\* Inactive Class

# CLASS MANAGEMENT – ATTENDANCE

**TIP:**

Attendance Entry may also be accessed from the Class List by selecting the Hours icon to the left of the class name

# CLASS MANAGEMENT – ATTENDANCE

‣ Once the class is selected, ADVANSYS returns the class meeting dates as determined by the data entered when the class was created

In this example the class begins on 9/1 (a Monday) and meets Mondays, Wednesdays and Saturdays, as evidenced by the **meeting dates**



## Enter Hours: Teacher/Class Hours

**Arizona Testing Program > English 101 (Change selection)**

Adult Ed Program Name: Arizona Testing Program          Is NRS Reported ✓

Class Name: English 101 (Winter 14/15)

Teacher Name: Jon Snow

Class Start/End Dates: 9/1/2014 - 10/31/2014          Class Filtered Date Range: 9/8/2014 - 9/20/2014

Filter Start Date: 09/08/2014   (MM/DD/YYYY) Filter End Date: 09/20/2014   (MM/DD/YYYY) Filter

* Enter the hours for the class meeting. Meeting hours can be changed until they are approved. If you need to add a meeting, click on the "**Add Meeting**" link. Hours can be entered for any day up to the current date. If you're missing the hours for a specific date, then you may skip that day.

**Add Meeting**

| 9/8/2014 | 9/10/2014 | 9/13/2014 | 9/15/2014 | 9/17/2014 | 9/20/2014 |
|---|---|---|---|---|---|
| 6 | 6 | 6 | 6 | 6 | 6 |
| Scheduled: 6 | Scheduled: 6 | Scheduled: 6 | Scheduled: 6 | Scheduled: 6 | Scheduled: 6 |

Save Teacher/Class Hours

10

# CLASS MANAGEMENT – ATTENDANCE

In order to limit the amount of data processed at a time, the typical default for meeting date display is the most recent two-week period.

**This filter can be reset to view more or fewer available dates**

## Enter Hours: Teacher/Class Hours

**Arizona Testing Program > English 101 (Change selection)**

Adult Ed Program Name: Arizona Testing Program                    Is NRS Reported ✔

Class Name: English 101 (Winter 14/15)

Teacher Name: Jon Snow

Class Start/End Dates: 9/1/2014 - 10/31/2014          Class Filtered Date Range: 9/8/2014 - 9/20/2014

Filter Start Date: | 09/08/2014 | (MM/DD/YYYY) Filter End Date: | 09/20/2014 | (MM/DD/YYYY) | Filter |

\* Enter the hours for the class meeting. Meeting hours can be changed until they are approved. If you need to add a meeting, click on the "**Add Meeting**" link. Hours can be entered for any day up to the current date. If you're missing the hours for a specific date, then you may skip that day.

**Add Meeting**

| 9/8/2014 | 9/10/2014 | 9/13/2014 | 9/15/2014 | 9/17/2014 | 9/20/2014 |
|----------|-----------|-----------|-----------|-----------|-----------|
| 6 | 6 | 6 | 6 | 6 | 6 |
| Scheduled: 6 | Scheduled: 6 | Scheduled: 6 | Scheduled: 6 | Scheduled: 6 | Scheduled: 6 |

Save Teacher/Class Hours

# CLASS MANAGEMENT – ATTENDANCE

The system returns a synopsis of the Program, Class and dates selected as well as an instructional block that outlines the functions of the Attendance Entry page.

**Arizona Testing Program > English 101 (Change selection)**

Adult Ed Program Name: Arizona Testing Program                    Is NRS Reported ✔

Class Name: English 101 (Winter 14/15)

Teacher Name: Jon Snow

Start Date: 9/8/2014     End Date: 9/20/2014

To input hours, just enter the hours in the text box. When you click out of the text box, it will automatically save the hours. One of the three following icons will appear next to the box:

- ⚑ - This icon means that the save was successful.
- ⚠ - This icon means that the save was successful, but there is a warning.
- 🚫 - This icon means that the save was not successful at all.

In any of these cases, you may hover over the icon to read any associated messages.

Due to the size of the page, it currently limits the number of students displayed. If there are more 25 students, you will have the option to go to the navigate pages by using the back (<<) and forward (>>) buttons. You may also enter a last name to filter the students.

Finally, you may separate students from the selected class here as well. To do this, you much check the check box marked "Remove From Class?" Once this is checked, the separate button and a grade and credits text box will appear. Click the "separate" button to separate the student. Please note that when you do this, the student will disappear from your view and no more hours can be entered. Additionally, if you check this box then enter hours, the student will be separated automatically.

10

# CLASS MANAGEMENT – ATTENDANCE

Beneath the instructional block is a list of students who were active in the class during the timeframe selected

**ADVANSYS**
ADULT EDUCATION MANAGEMENT SYSTEM

Name: Lannister, James (58285)
Primary Contact Phone: (601) 444 - 4444     Work Phone: Not Specified

Remove From Class? ☐     Official Transcripts? ☐     Grade: 0     Credits: 0.00

| 9/8/2014 | 9/10/2014 | 9/13/2014 | 9/15/2014 | 9/17/2014 | 9/20/2014 |
|----------|-----------|-----------|-----------|-----------|-----------|
| 0.00 | 0.00 | 0.00 | 6 🚩 | 6 🚩 | 4 🚩 |

As each date has data entered, a confirmation symbol will appear next to the entry. A GREEN FLAG means the entry was successful.

It is not necessary to submit the page to commit the attendance!

The system validates hours against the last test entry and the state-set parameter for hours between entry. Depending on state rules, the entry may generate a warning or be denied.

- ⚠️ - This icon means that the save was successful, but there is a warning.
- 🚫 - This icon means that the save was not successful at all.

# CLASS MANAGEMENT – ATTENDANCE

**Warnings:**

The most common reason for an attendance warning is that the student has accumulated more attendance than permitted since the date of the last assessment entry.

**Denials:**

The most common reasons for an attendance denial are that the number of hours entered for the student exceeds the number of class hours for that date, or that the state has instituted a denial of entry of the student has accumulated more than the permitted attendance hours since the date of the last assessment entry

# CLASS MANAGEMENT – ATTENDANCE

Name: Lannister, James (58285)
Primary Contact Phone: (604) 444-4444     Work Phone: Not Specified

Remove From Class? ☐     Official Transcripts? ☐     Grade: 0     Credits: 0.00

| 9/8/2014 | 9/10/2014 | 9/13/2014 | 9/15/2014 | 9/17/2014 | 9/20/2014 |
| 0.00 | 0.00 | 0.00 | 6 | 6 | 4 |

During the hours entry process, a student who has completed his participation in the class, may be removed from the class roll by selecting the Remove from Class button

The student's participation can be added to the official transcript. A grade and/or credits may also be recorded for the student

Class Exit Date is established as the last date for which attendance was entered.

# CLASS MANAGEMENT – ATTENDANCE

The Attendance Sheet function provides a printable class roll which can be used to take attendance.

The attendance sheet is based on information entered for the students placed in the class as well as class data entered at the time the class was created

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# CLASS MANAGEMENT – ATTENDANCE

▸ To access the Attendance Sheet, select **ATTENDANCE SHEET** from the Class Management module in the left-hand navigation menu

**Class Management**

Class Improvements
Enter Hours
Attendance Sheet
Review Hours
New Class
Class List
New Class Location
Class Location List
Low Enrollment Alerts
Full Enrollment Alerts
Class Roster
Class Ending Alerts

# CLASS MANAGEMENT – ATTENDANCE

The attendance sheet defaults to the most recent two weeks, but can be filtered for any range

The attendance sheet includes student information and entry blocks for each date in the range. It is intended to be printed and used to take daily or weekly roll



**Arizona Testing Program > English 101** (Change selection)

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday
Class Date Range: 9/1/2014 - 10/31/2014                    Date Format: (MM/DD/YYYY)
Filter Start Date: 10/17/2014    (MM/DD/YYYY) Filter End Date: 10/31/2014    (MM/DD/YYYY) Last Name:
[        ]    Filter Sheet  Reset

**Student Attendance Sheet**

Teacher: Jon Snow                              Class: English 101
Class Dates: 9/1/2014 - 10/31/2014            Meeting Days: Saturday, Monday, Wednesday
Location: Library, 1st Floor

Student: Lannister, James (108723)    Email: kslayer@paydebts.com
**Active Enrollment Types:**
    NRS Registration
Primary Contact Phone: (601) 444 - 4444    Work Phone: Not Specified    Cell Phone: Not Specified
| 10/18/2014 | 10/20/2014 | 10/22/2014 | 10/25/2014 | 10/27/2014 | 10/29/2014 |

Student: Mormont, Jorah (108722)    Email:
**Active Enrollment Types:**
    NRS Registration
Primary Contact Phone: (251) 555 - 9061    Work Phone: (251) 555 - 8979ext.    Cell Phone: Not Specified
| 10/18/2014 | 10/20/2014 | 10/22/2014 | 10/25/2014 | 10/27/2014 | 10/29/2014 |

# PROGRAM MANAGEMENT

# PROGRAM MANAGEMENT

## Data Changes Pending Approval

Select the area you wish to work with below.

| STUDENT REGISTRATIONS | PROFILE DATA CHANGES | TEST SCORES ENTERED | CLASS HOURS ENTERED | OUTCOMES |

**Please Note:**
1. All declined records will be permanently deleted.
2. If a record is neither approved nor declined it will stay on this page until some action is taken on it.
3. It is recommended to submit approvals/declines for one section at a time.

---

**Currently Reviewing: Student Registrations**

**Student Registrations** 793

Filter by Last Name | Reset     << Page: 1 of 32 >>

Sort By: ---Please Select One--- Refresh

| Approve | Decline | Reg Date | Student name | Functioning Level | Class(es) |
|---|---|---|---|---|---|
| ☐ All | ☐ All | | | | |
| ☐ | ☐ | 7/1/2006 | Kaya Abdulvehap | | |
| ☐ | ☐ | 7/11/2006 | Gabriel Aboubakar | | |
| ☐ | ☐ | 2/1/2008 | Felix Acevedo | | |
| ☐ | ☐ | 7/20/2011 | Hari Acharya | Low Beginning ESL (06) | • Job Paths 10-11 Level 1 • ESL/Job Readiness 1 2011-12 |
| ☐ | ☐ | 7/20/2011 | Khina Acharya | Beginning ESL Literacy (06) | • Job Paths 10-11 Level 1 • ESL/Job Readiness 1 2011-12 |
| ☐ | ☐ | 1/17/2012 | Hita Acharya | Advanced ESL (06) | • RI Works Practicum 10-11 • ESL/Job Readiness 3 2011-12 |
| ☐ | ☐ | 10/20/2005 | Dominica Adamo | | |
| ☐ | ☐ | 4/13/2006 | Amanda Adams | ABE Intermediate High | |
| ☐ | ☐ | 1/18/2008 | Adetunji Adesina | ABE Intermediate High | |
| ☐ | ☐ | 8/15/2008 | Maria Agudelo | | |
| ☐ | ☐ | 1/9/2012 | Claudia Aguilar | Advanced ESL (06) | • Advanced |

Registration Data
Assessment Data
Attendance Data
& Outcomes

Must be APPROVED by a user with Program Administrator Permissions or Higher in order for data to be committed to system

# PROGRAM MANAGEMENT

- Data and Approvals
- Typically limited to Program Administrators.
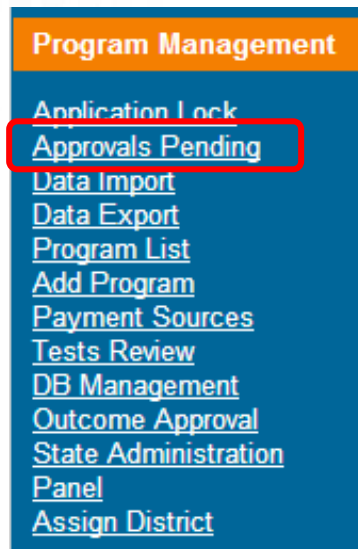
# PROGRAM MANAGEMENT

Approvals are typically required for data that impacts federal reporting:

- NRS Registrations
- Profile Changes
- Test Scores
- Class Hours
- Outcomes – State Admin & Above

## Pending Approvals

**Click on a section to begin the approval process.**

| NRS REGISTRATIONS (5 PENDING) | PROFILE CHANGES (0 PENDING) | TEST SCORES (3 PENDING) | CLASS HOURS (0 PENDING) | OUTCOMES (2 PENDING) |
|---|---|---|---|---|

**Please Note:**
1. All declined records will be **permanently deleted**.
2. If a record is neither approved nor declined it will stay on this page until some action is taken on it.
3. It is recommended to submit approvals/declines for one section at a time.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**No selection made.**

# USER MANAGEMENT

# USER MANAGEMENT

Create and edit system users under your authority

## Faculty View

| User Information | Edit |
|---|---|

**Bio Information**

| | |
|---|---|
| **Name:** Betty | **SSN:** |
| **Username:** betty | **Active:** Yes |
| **Permanent Address:** | **Date of Birth:** |
| 3 wards lane | **Date of Hire:** 1/1/2001 |
| | **Gender:** F |

**Contact Information**

| | |
|---|---|
| **Work Phone:** N/A | **E-Mail:** |
| **Home Phone:** N/A | **Receive Email:** No |
| **Mobile Phone:** N/A | |

**Employee Information**

| | |
|---|---|
| **Function:** Local Teachers | **Schedule:** Part Time |
| **Type:** Volunteer | **State ID:** |

**Additional Information**

| |
|---|
| **Education Attained:** |
| **Certification Required:** No |

| Credentials | Add New |
|---|---|
| No documents | |

| Education | Add New |
|---|---|
| No documents | |

| Experience | Add New |
|---|---|
| No documents | |

| Exams | Add New |
|---|---|
| No documents | |

# USER MANAGEMENT

Track credentials, education, experience.
User data automatically populates Table 7.

# USER MANAGEMENT

Assign roles and permissions to users under your jurisdiction.

# USER MANAGEMENT

## SYSTEM MESSAGING AND ALERTS

System-wide messaging allows users to send prioritized messages to all user, groups of users, or individual users under their jurisdiction

**URGENT:**
High Priority Alert Test

**ALERT:**
Normal Alert Test

**NOTICE:**
Low Priority Alert Test

# REPORTS

# REPORTS

Federal Reports are always available, instantly aggregated and reflect the most recent data in the system.

**Federal Reports**

| Table 1 | Table 5 | Table 12 (Optional) |
|---|---|---|
| Participants by Entering Educational Functioning Level, Ethnicitiy, and Sex | Core Followup Outcome Achievement | Work-based Project Learners by Age, Ethnicity, and Sex |
| **Table 2** | **Table 6** | **Table 4.1** |
| Participants by Age, Ethnicity, and Sex | Participant Status and Program Enrollment | Educational Gains and Attendance by Educational Functioning Level calculated at the Program Level |
| **Table 3** | **Table 7** | **Table 4B.1 (Optional)** |
| Participants by Program Type and Age | Adult Education Personnel by Function and Job Status | Educational Gains and Attendance for Pre-and Posttested Participants calculated at the Program Level |
| **Table 4** | **Table 8 (Optional)** | **Table 4C** |
| Educational Gains and Attendance by Educational Functioning Level | Outcomes for Adults in Family Literacy Programs | Educational Gains and Attendance by Educational Functioning Level for Participants in Distance Education |
| **Table 4B** | **Table 9 (Optional)** | **Table 5.1** |
| Educational Gains and Attendance for Pre-and Posttested Participants | Outcomes for Adults in Workplace Literacy Programs | Core Followup Outcome Achievement calculated at the Program Level |
| **Table 4C** | **Table 10** | **Table 5A** |
| Educational Gains and Attendance for Participants in Distance Education | Outcomes for Adults in Correctional Education Programs | Core Followup Outcome Achievement for Participants in Distance Education |

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Reports can be exported to a variety of formats including PDF and Excel

## Table 4

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### Educational Gains and Attendance by Educational Functioning Level

Enter the number of participants for each of the categories listed, the total number of attendance hours and calculate the percentage of participants completing each level

| Entering Educational Functioning Level (A) | Total Number Enrolled (B) | Total Attendance Hours (C) | Number Completed Level (D) | Number who Completed a level and Advanced one or more Levels (E) | Number Separated Before Completed (F) | Number Remaining within Level (G) | Percentage Completing Level (H) |
|---|---|---|---|---|---|---|---|
| ABE Beginning Literacy | 111 | 11,492.75 | 43 | 41 | 24 | 44 | 39 % |
| ABE Beginning Basic Education | 270 | 28,141.00 | 112 | 112 | 58 | 100 | 41 % |
| ABE Intermediate Low | 520 | 52,353.75 | 220 | 223 | 128 | 172 | 42 % |
| ABE Intermediate High | 743 | 82,725.75 | 227 | 212 | 157 | 359 | 31 % |
| ASE Low | 189 | 16,078.50 | 44 | 32 | 46 | 99 | 23 % |
| ASE High | 57 | 3,907.50 | 13 | 0 | 3 | 41 | 23 % |
| Beginning ESL Literacy (06) | 109 | 12,984.75 | 53 | 51 | 9 | 47 | 49 % |
| Low Beginning ESL (06) | 203 | 21,742.00 | 103 | 103 | 28 | 72 | 51 % |
| High Beginning ESL (06) | 586 | 56,395.00 | 265 | 261 | 94 | 227 | 45 % |
| Low Intermediate ESL (06) | 795 | 77,888.25 | 236 | 241 | 154 | 405 | 30 % |
| High Intermediate ESL (06) | 574 | 58,864.50 | 173 | 165 | 111 | 290 | 30 % |
| Advanced ESL (06) | 366 | 34,171.50 | 40 | 0 | 71 | 255 | 11 % |
| **Total** | 4,523 | 456,745.25 | 1,529 | 1,441 | 883 | 2,111 | 34 % |

The total in Column B should equal the total in Column N of Table 1
Column D is the total number of learners who completed a level, including learners who left after completing and learners who remain enrolled and moved to one or more higher levels.
Column E represents a sub-set of Column D (Number Completed Level) and are learners who completed a level and enrolled in one or more higher levels.
Column F are students who left the program or received no services for 90 consecutive days and have no scheduled services.
Column D+F+G should equal the total in Column B.
Column G represents the number of learners still enrolled who are at the same educational level as when entering.
Each row in Column H is calculated using the following formula: H=D/B.
Work-based project learners are not included in this table.

*Completion of ASE high level is attainment of a secondary credential or passing GED tests.

# REPORTS

Suite of Custom Reports provide in-depth analysis of data.
Reports always reflect most recent data entries.

**Custom Reports**

**Pre-Dual Registration Options (Archive)**
Run federal table reports based on logic in place prior to implementation of dual-enrollment functionality. (Pre 2008-09)

**Table 4 Names Report**
This report allows a user to display a list of students with First name, Last name, and if they have completed a level or if they have advanced a level from Table 4.

**Table 4b Names Report**
This report allows a user to display a list of students with First name, Last name, and if they have completed a level or if they have advanced a level from Table 4b.

**Table 5 Names Report**
This report allows a user to display a list of names of students who appear on the Table 5 report and reflects whether or not they have achieved one of the four core outcomes.

**Address Label Generation Report**
This report allows a user to display a list of students with First name, Last name, Street address, City, State and zip code. That information can then be pasted into Excel for use on mailing labels.

**Student Goals Report**
This report designed to display students with First name, Last name, Primary goal, Secondary goal, and Funding source.

**State Goals Report**
This report designed to display students with First name, Last name, Primary goal, Secondary goal, and Funding source for State Goals.

**Student Tests Report**
This report designed to display a list of students testing history listed by First name, Last name, Test name, Score and Test date.

**Student Registration/Attendance Report**
This report will display First name, Last name, Registration date, Separation date, YTD attendance and Entering functioning level.

**Duplicate Student Report**
This report will show duplicate students with matching last name, first name, and date of birth.

**Phone List**
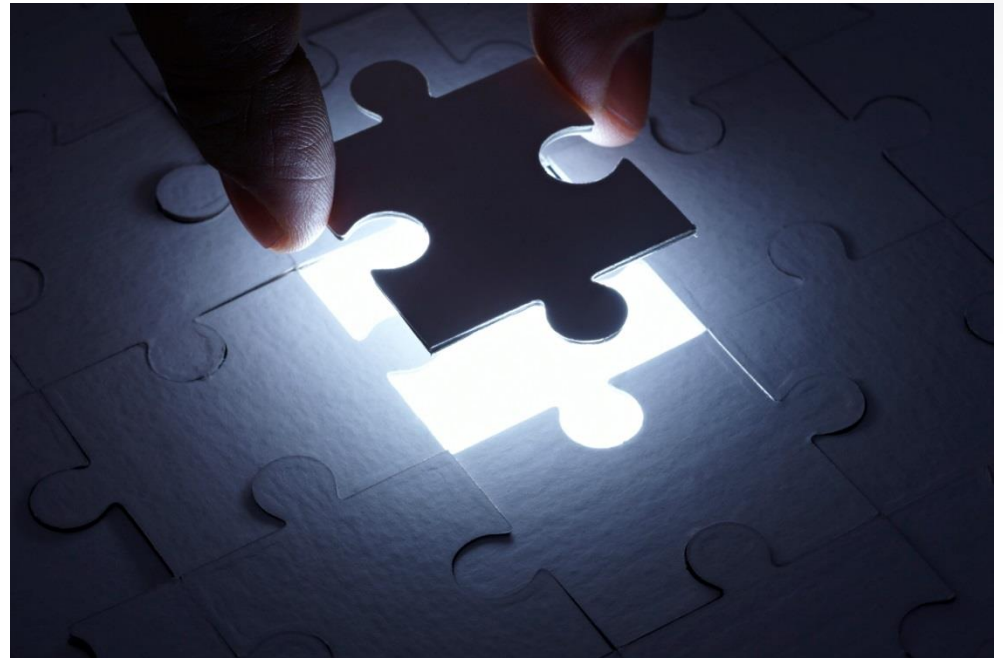Quick class roster displays student name and contact numbers.

# ADVANSYS ADVANTAGES

# CUSTOMIZATION

ADVANSYS is the core system.  Benchmark works closely with the customers to customize current modules and implement new modules to meet specific state needs.

# CUSTOMIZATION – Configurable Variables

A number of configurable variables are built into ADVANSYS. These are set at implementation and apply system-wide. Over the life of the system, many of these variables can be adjusted. Among the most critical are:

| Variable | Default | Variable | Default |
|---|---|---|---|
| Days before Teacher Alerts are created | 180 | Require Selective Service validation | No |
| Days before Attendance Alerts are generated | 90 | Require user email and student email | Yes |
| Days before Testing Alerts are generated | 60 | Require minimum student age | Yes/16 |
| Deny test entry if hours requirement is not met or warn? | Warn | Require user DOB | Yes |
| Maximum Intake Hours | 4 | Require student/user phone | Yes |
| Count Intake Hours toward attendance total? | Yes | Display State Goals module | No |
| Is Table 4 Advance based on a single test? | Yes | Display Transcript | Yes |
| Days to require password reset | Disabled | Enable Accuplacer Tests | No |

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# TRAINING

Benchmark conducts periodic webinars and provides access to visual how-to presentations.

Benchmark provides written and online help manuals and a support staff trained to resolve issues.
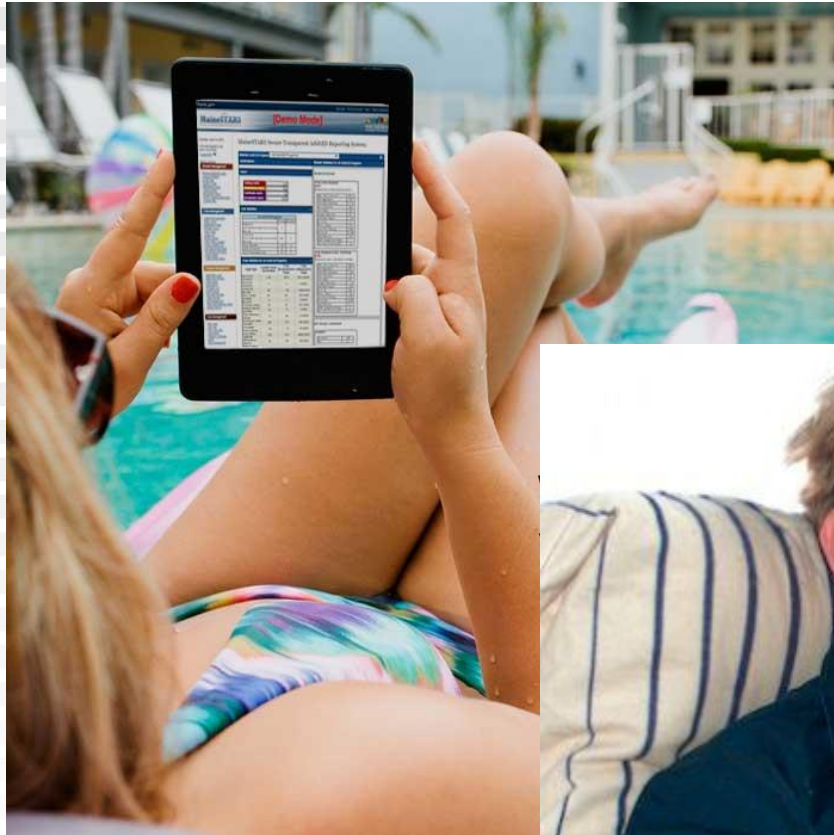
Peace, Harmony and Balance

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# Okay, so maybe not quite that...

- Fewer administrative headaches
- Greater efficiency
- More flexibility
- More accurate data
- Improved reporting

As well as the possibility of being "at work" …

And Even When You're Sick

# Add-on modules and services from Benchmark provide enhanced opportunities for improvement

**GED**ADVANTAGE

*Automatically matches GED or HiSet data to student profile for fulfilment of Table 5 requirements*

**CAREER**START
CONNECTING STUDENTS & EMPLOYMENT

*Creates student employment portfolios and assists in creating employment opportunities for students*

CONTINU**ED**

*Provides outreach platforms and management tools for programs wishing to provide program and class data online*

**MAESTRO**

*Accreditation tracking and workflow management software.*

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